



[Date]

Dear [Business Member],

I would like to extend an offer to your organization to become a partner of the Tempe Book Festival, which takes place on Saturday, April 16, 2016 from 10 a.m. – 3 p.m. Join us as we promote authors, books and reading. This event is a great opportunity for your organization to give back to the community. There is no fee to participate and the event is free and open to the public.

Event Description

Come out with the whole family to celebrate books and the joy of reading! Co-hosted by the Tempe Public Library and Arizona State University, the festival will feature great books by bringing together local authors, booksellers and others for a day of panel discussions, book signings and fun activities for all ages.

Benefits of Partnership

Supporting this Tempe Public Library event through a partnership is an opportunity for your business to contribute back to the community. As a partner, your corporate logo will be incorporated into our advertising mediums, including, websites, flyers, posters, bookmarks, press releases, and the quarterly Tempe Public Library newsletter, to name a few. In addition, on-site signage the day of the event ensures that the event attendees will know of your community involvement.

A copy of the 2016 Tempe Public Library Partnership Commitment Form is enclosed for your review. Please feel free to call me at 480/350-5569 to discuss any ideas or suggestions that best meet the goals of your company. We look forward to your support for this Tempe Public Library event.

If you are a seller, you will need a Tempe Sales Tax License and an Arizona Joint Tax License. If you don't already have these they can be found at <http://www.tempe.gov/home/showdocument?id=4246>
www.aztaxes.gov

Sincerely,

Jill Brenner
Librarian
Tempe Public Library

Tempe Public Library Promotional Opportunities	
Media	Category
Library Website	Promotional Exposure
Library Facebook	Promotional Exposure
Check Us Out!	Quarterly Tempe Public Library Newsletter
Library Digital Signage	Promotional Exposure
Posters	Promotional Exposure
Bookmarks	Promotional Exposure
Tempe News	Press releases(s)
Tempe Opportunities	Quarterly City Activities Brochure
Tempe Today	City Newsletter
Digital Signage-Other Locations	Promotional Exposure
Table	During the Event
Banner	During the Event



2016 Partnership Commitment Form

Tempe Book Festival

Saturday, April 16, 2016

10 a.m. – 3 p.m.

Please fill out the form below to secure your spot for the event.

Organization Name:	
	Important -This is how your company name will appear in all documents. Please take time to make sure the name appears as you want when not used with logo.
Organization Logo:	Important-This logo will appear on all publicity. Please send a high resolution jpg/png or eps file.
Contact Person:	
E-Mail Address	
Telephone:	
Signature:	
Partnership Item Description:	
Arrival time:	
Equipment Provided:	<i>Two chairs and one 6' table will be supplied unless otherwise noted.</i>
Extra space need beside table? How many feet?	
Additional Tables / Chairs Needed:	
Other equipment needed:	
Electricity Needed?	

Please email this form and logo to: Jill Brenner
Tempe Public Library
jill_brenner@tempe.gov
Phone: (480) 350-5569

*Please return this form and logo by **February 2, 2016** to reserve your space and ensure you receive full recognition as a Tempe Public Library partner.*